DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Dental Program	CLASSIFICATION TITLE Dentist, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the supervision of the Supervising Dentist, Correctional Facility (CF), the Dentist (DDS), CF is responsible for the delivery of dental care, including preventive care, to patients at a State correctional facility. The DDS, CF, participates in performance management activities to continuously improve the Dental Program. The DDS, CF, may delegate appropriate levels of responsibility to the Supervising Dental Assistant, CF, Dental Assistant, CF, and Dental Hygienist, CF and is responsible for the quality of their work. The DDS, CF maintains order and supervises the conduct of the incarcerated and protects and maintains the safety of persons and property.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
70%	Examines, diagnoses, and treats dental disease using accepted standards in oral surgery, operative, endodontic, periodontic, and prosthodontic dentistry. Develops and manages dental treatment plans in compliance with the HCDOM, Chapter 3, Article 3 Dental Care and the Local Operating Procedures (LOP) for dental services rendered at the institution. Implements clinical decisions in an effective, safe, and timely manner and performs dentistry using current concepts of four-handed dentistry. Utilizes standardized procedures for basic dental delivery and provides dental services to the incarcerated in accordance with the HCDOM, Chapter 3, Article 3 Dental Care.

15%	Reports, records, prepares, submits, and maintains statistical data on all dental treatment rendered. Maintains dental logs and makes entries in the appropriate section(s) of the Unit Health Record. Administers stock medications; generates prescriptions, and orders radiographs and prosthetic treatment. Generates CDC 128 C, CDC 115, Rules Violation Report Worksheet, and lay-ins as needed. Responds to the incarcerated appeals relating to dental care, responds to formal and informal inquiries relating to dental care, and completes other forms and records.
10%	Oversees needle and sharps control, tool control, infection control, adherence to hazardous waste policies and procedures, and the maintenance of a tool control inventory. Ensures that dental instruments are cleaned, bagged and sterilized, and that all instruments and tools are stored for safety, security, and accountability in accordance with the LOP or the Department Operations Manual. Adheres to dental radiography and film processing mandates and regulations. Keeps abreast of, and in compliance with, all Occupational Safety and Health Administration, Dental Board of California, and other federal, State, county, and city requirements affecting the delivery of dental care. Participates in performance management system activities to improve dental services. Serves on committees, subcommittees, and Quality Improvement Teams. Facilitates data collection and analysis, self-audit efforts, and Program Support Team reviews to identify opportunities for improvement. Assists in the development of Quality Improvement Plans. Clinically supervises auxiliary and ancillary staff assigned to the Dental Clinic and provides input, if called upon, for the auxiliary and ancillary staff performance appraisals. Participates in dental staff, Dental Authorization Review Committee, Dental Subcommittee, and Professional Practice Program activities such as Peer Review meetings.
5%	Performs other related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern methods and principles of general dentistry and dental surgery including its preventive aspects and skill in their application; and oral hygiene and prevention and treatment of diseases of the mouth.

Ability to: Prescribe and fit dental prostheses; analyze situations accurately and take effective action; and maintain working relationships with health care professionals and others.

LICENSURE REQUIREMENT

The possession of the legal requirements for the practice of dentistry in California as determined by the California Board of Dental Examiners.

DESIRABLE QUALIFICATIONS

Drug Enforcement Administration Controlled Substance Registration certificate

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property. Person must be able to meet the physical demands associated with the position. The requirements would include,

but not limited to, the following:

- Lift and carry occasionally to frequently, up to 20 pounds.
- Sit and stand occasionally to frequently.
- Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently.
- Ability to perform during stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Empathetic understanding of patients of a State correctional facility.
- Willingness to work in a State correctional facility; tact; patience; emotional stability; alertness; and keenness of observation.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE